



LinguaFolio
Online

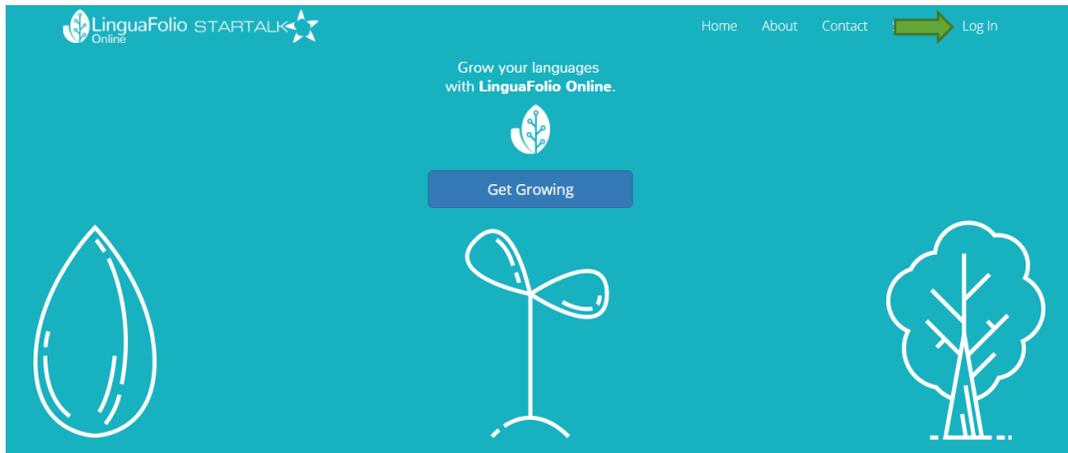
Instructor Tutorial

LinguaFolio Online Overview

Instructor Tutorial: LinguaFolio Online Overview

This tutorial provides instructors with an overview of the sections within LinguaFolio Online.

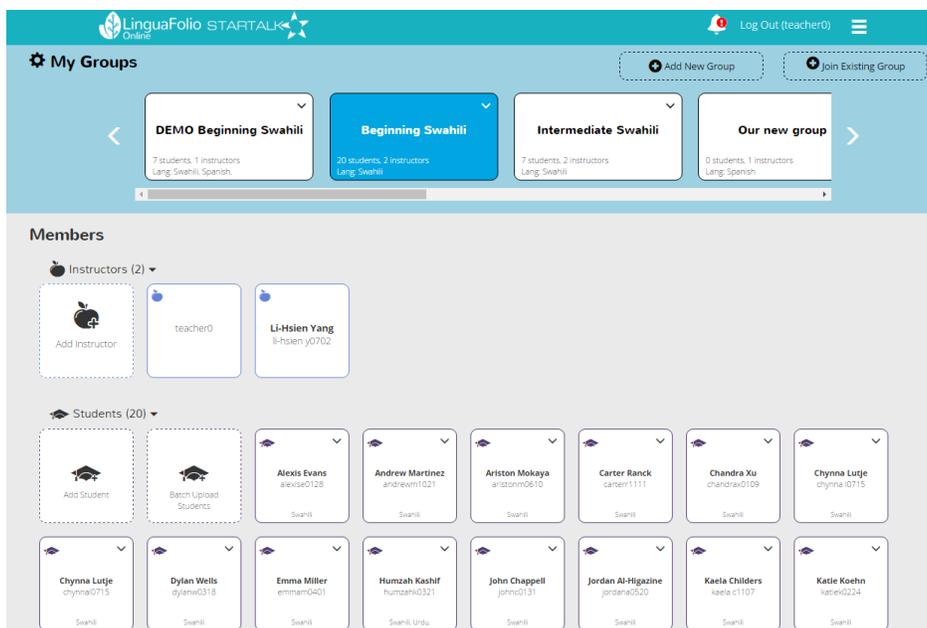
1. Go to startalklfo.uoregon.edu. Log in by clicking “Log In” near the top right corner of the screen.



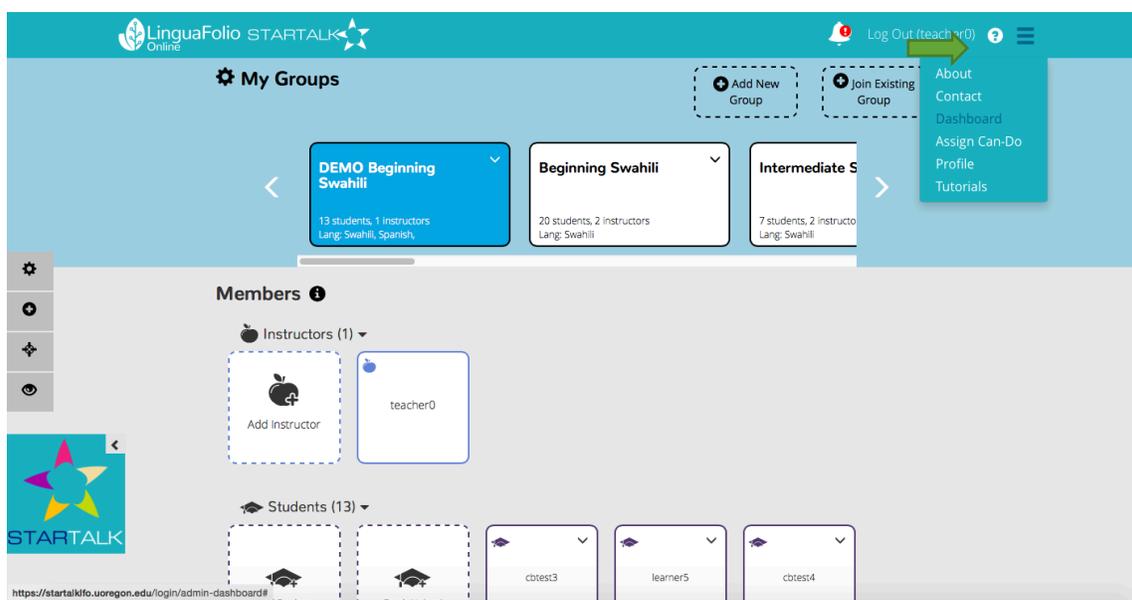
2. Next, you will see the screen below. After entering your username and password, click “Log In.”

The image shows a "Log In" form. At the top left is the title "Log In" with a close button (an 'x' in a square) to its right. Below the title are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" which is checked. Below the checkbox is a link that says "If you forgot your password you can reset it." At the bottom of the form is a blue button labeled "Log In". A green arrow points to the "Log In" button.

3. You will then arrive at the instructor dashboard. It will look similar to the one featured below. From the dashboard, you are able to view and add groups under “My Groups.” You may add and remove students and instructors from groups under “Members.” You will also be able to view information regarding the Can-Do Clusters assigned to your groups under “Focus Targets” and reflect on student evidence submissions under “Reflection.”



4. To access the rest of LinguaFolio Online, click the menu icon in the top right. You will see the following menu options: “About,” “Contact,” “Dashboard,” “Assign Can-Do,” “Profile,” and “Tutorials.”



5. "About" brings you to the page featured below. This page provides information regarding the history and functionality of LinguaFolio Online.

About LinguaFolio Online

LinguaFolio Online is an online language learning portfolio that promotes autonomous learning through formative assessment.

LinguaFolio Online is organized around the [NCSSFL-ACTFL Can-Do Statements](#). LinguaFolio Online supports articulation by providing a clear and commonly accepted description of language proficiency based on the ACTFL Proficiency Guidelines.

Learners can set goals based on the Can-Do Statements, track their progress toward accomplishing the statements, and upload work samples to showcase their abilities. Learners are enabled to truly understand the differing levels of language proficiency through examining and practicing the language functions embodied by the Can-Do Statements. They can create evidence to include in their portfolios on a regular basis to showcase their work, which helps them see how they are building the capacity to use the target language. Learners have a clear voice in tailoring their learning experiences to their own needs, wants, and interests.

"I feel like LinguaFolio is the best effort I have seen at helping learners to structure what they're learning and how they're going to apply it."

– Betsy Burton, ESL Teacher

6. "Contact" allows you to view contact information you will need to get in touch with the CASLS LinguaFolio Support Team during tech support hours. If you want to submit a question by email, you may also fill out the form at the bottom of the page.

Contact

If you have questions, please fill out the following form to contact us.

You are also welcome to contact the LinguaFolio Online support team at lfolio@uoregon.edu or 541-357-8048

STARTALK Tech Support Hours:
May 15, 2017 – August 11, 2017

Monday 8am-3pm PST
Tuesday 8am-3pm PST
Wednesday 8am-3pm PST
Thursday 8am-3pm PST
Friday 8am-3pm PST

Tutorials are available on [LFO Network](#)

7. "Assign Can-Do" allows you to assign Can-Do Clusters to your student groups.

Home / Assign Can-Do

My Can-Do Clusters:
 Class for yingjin + New Can-Do Cluster

Can-Do Cluster Info:

Name
 Class for yingjin

Start Date (optional) End Date (optional)

Save Delete ?

My Groups:
 Select a group below to assign this Can-Do Cluster to them.

DEMO Beginning Swahili Beginning Swahili
 Intermediate Swahili Our new group
 Test French Sub Group A
 Sub Group B Test Group
 Test Group Test Group
 Test Group

Modes:
Interpersonal Communication (5) Interpretive Listening (0) Interpretive Reading (0) Presentational Speaking (0) Presentational Writing (0)

Levels:

Novice Intermediate Advanced Superior Distinguished

Low Mid High

8. "Profile" gives a picture of who you are within the LinguaFolio Online system. You may add a photograph under "Profile," edit the languages that you speak under "Languages," provide a summary of your life as a language learner and educator under "Biography," or add or remove yourself from groups under "Sections."

LinguaFolio Online STARTALK Log Out (teacher0) ? ☰

Profile

Profile
 Languages
 Biography
 Sections

Profile

 Edit

Username: teacher0 Edit
 Password: ***** Edit
 Email: teacher0@uoregon.edu Edit
 Terms of Use: View Terms



9. "Tutorials" brings you to the STARTALK Tutorials posted on LinguaFolio Online.

STARTALK Tutorials

Welcome to the tutorials for the new STARTALK LinguaFolio Online!

STARTALK LinguaFolio Online Conference Edition: Web Platform

- ST LFO Conference Edition Overview
- Signing Up and Logging In
- Uploading Evidence
- Understanding "My Professional Growth"

ST LFOce Mobile Application (iOS)

- Logging In
- Uploading Evidence

ST LFOce Mobile Application (Android)

- Logging In
- Uploading Evidence

Program Directors:

- Creating Groups
- Assigning Can-Do Statements

Instructors:

- LFO Overview
- Signing up and logging in
- Adding and Removing Students from Groups
- Assigning Can-Do Statements
- Evidence Review Process
- Reviewing Evidence for a Specific Student
- Resetting Student Passwords



The STARTALK Program administered by the National Foreign Language Center at the University of Maryland and the U.S. Department of Education Title VI, under grant #P229A140004, support development of LinguaFolio Online. Contents do not necessarily represent the policy of the U.S. Department of Education nor imply endorsement by the federal government.